

Manchester Community College
Instructor of Business Office Technology/Medical/Health Information Management
10 month tenure track position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester Community College, Manchester, CT
Hours: full time
Salary: \$50,610 annual; excellent benefits
Closing Date: Monday, May 19, 2014

Master's Degree in a field related to Health Information Management. RHIT or RHIA® certification is strongly preferred. Candidate should have a minimum of two years college teaching experience in the areas of business applications, medical billing and coding, medical terminology, medical administrative practices and electronic health information systems. Additionally, candidate should have an understanding of contemporary medical/healthcare legislation and practices including protection of health information with a mastery of industry-recognized electronic health information systems.

The ideal candidate will possess recent healthcare industry experience and active involvement in the local healthcare community. The incumbent is expected to have excellent written and oral communication skills, the ability to demonstrate technology as a teaching tool, the ability to work varied schedules including evenings and/or weekends. Essential to this position is an understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies and involvement in support of a culturally and ethnically diverse population.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

RESPONSIBILITIES:

Teaching responsibilities include courses in business applications, medical billing and coding, medical terminology, medical administrative practices and electronic health information systems. Other responsibilities include: recruiting and advising students; developing, implementing, revising and evaluating curricula; participation in Business, Engineering and Technology Division and college and system-wide initiatives and meetings; and the performance of other duties related to a full-time faculty position.

Application Instructions: Send letter of intent, resume, transcripts, e-mail address and the names of three references to:

Holly Foetsch Interim, Director of Human Resources
Manchester Community College
Great Path, MS #2
P.O. Box 1046
Manchester, CT 06045-1046

Or e-mail application materials to GenInfoHumanResources@mcc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.